

A News Report

1. A brief, clear **headline** conveys information.
2. News reports are written in a **factual tone**, stating the events. The reporter tries to be objective and unbiased and does not state his/her personal opinion.
3. A **lead** is the opening sentence of a news report. It contains a clear, factual statement of what happened.
4. Include all relevant facts: **Who? What? When? Where? Why? How?**
5. News reports are divided into **paragraphs** of one or two sentences. Begin a new paragraph for each new speaker.
6. Reporters interview witnesses or experts and add **quotations** in their exact words. Since there is not room to write everything said, a reporter may state someone's thoughts in an **attribution**, e.g., The principal felt that this was an isolated incident.
7. News reports are **organized** with the most recent or important information near the beginning followed by **background information** or extra details that the reader needs for understanding.

Checklist for a News Article	✓
Brief, informative headline	
Factual tone	
Who? What? When? Where? Why? How?	
Clear, complete lead	
Short paragraphs	
Quotations or attributions	
Organized with recent news first, followed by background information	